SY2021-2022 Student Activity Fund Common Audit Findings

Finding: Inadequate segregation of duties between Business Manager and Banker roles.
Risk: Circumvention of SAF operations, which increases the possibility of misappropriation and/or fraud.

Finding: Principals not regularly and consistently conducting bank statement reviews.
Risk: Untimely detection of SAF account irregularities.

Finding: Receipts not issued or not provided.
Risk: Inability to account for all funds collected and determine deposit timeliness.

Finding: Funds were held on the school's premises for an extended period of time prior to deposit.
Risk: Holding deposits increases cash on hand and increases the risk of loss or theft.

Finding: Missing and/or incomplete SAF-22 Deposit Forms.
Risk: Inability to determine purpose of funds collected and ensure funds were used for the intended purpose(s).

Finding: Documentation not provided or insufficient to support disbursements.
Risk: Inability to determine if funds disbursed met the general purpose of funds raised.

Finding: Checks were disbursed without the signatures of two authorized signers.
Risk: The requirement of two authorized signatures on checks reduces the likelihood that one individual will generate a check(s) for themself or to a fictitious vendor(s).

Finding: Missing and/or incomplete SAF-23 Request for Check Disbursement Forms.
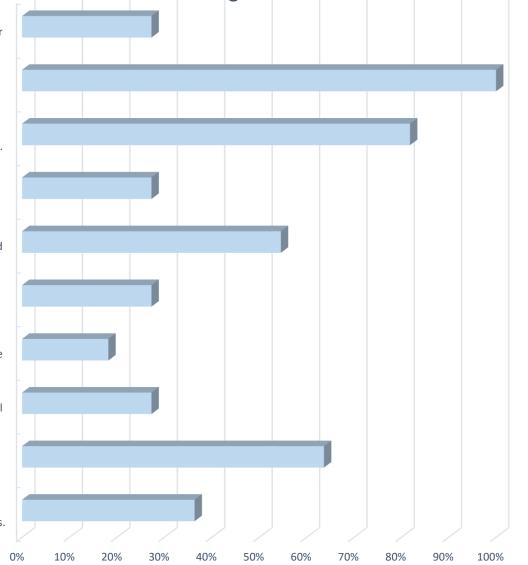Risk: Inability to determine if funds disbursed were for the intended purpose, and if the Principal authorized the disbursement(s).

Finding: SAF training, insufficient or infrequent.
Risk: Non-compliance with SAF policy requirements.

Finding: Failure to report in-kind donations.
Risk: Prohibits the District from producing complete and accurate financial statements.

PERCENTAGE OF NON-COMPLIANT SCHOOLS

0%   10%   20%   30%   40%   50%   60%   70%   80%   90%   100%

The Audit team within the Division of Compliance reviewed 11 Student Activity Fund accounts during school year 2021-2022 to provide a reasonable assurance of compliance with the Chief Financial Officer's Student Activity Fund Manual, and applicable District statutes, regulations, policies, and laws. The chart above depicts the most common findings identified during our reviews. If two (2) or more schools had the same SAF deficiency, we included them in this report.